

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Systems Technician/ Senior Utilities Systems Technician	Job Family: 6
General Classification: Front-Line	Job Grade: 18/22

Definition: To perform a variety of semi-skilled and skilled electrical and mechanical work in maintaining water pressure supply and wastewater pumping systems and equipment; and to provide technical support to the Pumps and Wells Section.

Distinguishing Characteristics:

Utilities Systems Technician: This is the entry-level class in the Utilities Technician series. This class is distinguished from the Senior Utilities Systems Technician by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior Utilities Systems Technician level. Since this class is typically used as a training class, employees may have only limited or indirectly related work experience. Employees work under immediate supervision while learning job tasks.

Senior Utilities Systems Technician: This is the journey-level class within the Utilities Technician series. This class is distinguished from the Utilities Systems Technician by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Utilities Systems Technician level.

Supervision Received and Exercised:

Utilities Systems Technician: Receives immediate supervision from an assigned supervisor.

Senior Utilities Systems Technician: Receives general supervision from an assigned supervisor.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform preventative maintenance on equipment, machinery and control systems related to wells and other water sources for imported water transmission mains, pumping stations and storage facilities according to Standard Operating Procedures.

2. Perform preventative maintenance on equipment, machinery and controls related to wastewater pumping, storm water pumping and other pumping systems and stations.
3. Clean, repair and adjust electrical control systems, mechanical equipment, hydraulic control valves, pump control valves, and various related instruments; read electrical schematics for troubleshooting.
4. Sanitize storage structures as necessary.
5. Remove vegetation, debris and trash from immediate vicinity of storage sites; repair and paint housing structures.
6. Monitor water supply and pressure with telemetry (SCADA) equipment; adjust pumps and valves to maintain proper zone pressure.
7. Repair and maintain structures for wells and booster stations; take meter readings, and perform well soundings and hydrant tests.
8. Take water samples and assist water quality staff as necessary.
9. Handle complaints and answer questions from the public; respond to water quality complaints and perform water quality duties if required.
10. Adjust service equipment; maintain tools and equipment in working order.
11. Maintain logs of daily activities.
12. Conduct routine inspections, lubrication and maintenance programs for operating electrical and mechanical equipment.
13. Install, replace and repair mechanical and electrical parts.
14. Perform or oversee the performance of necessary major repairs and maintenance, either scheduled or emergency.
15. Maintain supplies and parts in stock, as required, to prevent excessive downtime.
16. Train Duty personnel.
17. Respond to Duty calls; respond to system emergencies during off-duty hours.

18. Operate and maintain North Bayshore systems, including irrigation, storm water pumping, Shoreline Sailing Lake, Crittenden groundwater extraction and other sites.
19. Perform related duties as assigned.

Minimum Qualifications:

Utilities Systems Technician:

Knowledge of: Functions, characteristics and proper use and care of tools, equipment and material used in basic water supply system and/or wastewater pump stations and related facilities; tools, techniques and procedures used in basic carpentry, metal, electrical and mechanical work; basic mathematics; general maintenance, repair and grounds-keeping techniques; techniques for reading and recording of meters and related instruments; and principles and practices of safety related to areas of assignment.

Ability to: Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment; properly care for tools, equipment and materials used; drive a truck; learn to operate a variety of maintenance equipment; perform heavy manual labor; perform general maintenance, repair and grounds-keeping on water- and wastewater-related grounds and facilities; read assignment-related maps; learn water sampling techniques; learn techniques and procedures for monitoring and regulating the potable water supply; learn to perform routine maintenance on pump and lift station equipment; learn to read and record readings of meters and instruments; learn basic computer operations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Senior Utilities Systems Technician:

In addition to the requirements for Utilities Systems Technician:

Knowledge of: Principles and practices of preventative maintenance and repair related to area of assignment; function, characteristics and operating principles of equipment and machinery related to the City's wastewater pump stations and water supply system, electrical equipment, large pumps and power-generating equipment; principles of training; trenching and shoring safety practices; codes, ordinances, policies, regulations, standards and procedures related to the maintenance and use of wastewater pump stations and potable water supply system; techniques and procedures for maintaining and performing repair on electrical

control systems, mechanical control systems, hydraulic control valves, pump control valves and related instruments; techniques and procedures for sanitizing water storage facilities; techniques and procedures for monitoring and regulating the water supply and wastewater pumping stations; and record-keeping requirements and procedures related to area of assignment.

Ability to: Monitor and regulate the water supply system, storm water pumping stations and sewage lift pump station; operate and perform preventive maintenance on pump and lift stations and water supply system equipment, including electrical control systems, mechanical control systems, hydraulic control valves, pump control valves and related instruments; respond appropriately to emergency situations; train relief operators; maintain records and prepare reports related to area of assignment; coordinate work with other units inside and outside the City; troubleshoot electrical controls and switchgear; and maintain an adequate level of supplies and parts on hand.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Utilities Systems Technician Recommended: One year of maintenance experience working on pumps, machinery, electrical wiring or related equipment. Training equivalent to the completion of the 12th grade.

Senior Utilities Systems Technician Recommended: Two years performing duties similar to the Utilities Systems Technician in the City Of Mountain View. Training equivalent to the completion of the 12th grade.

Required Licenses or Certificates:

Utilities Systems Technician: Possession of a valid California Class C driver's license. Possession of a Grade I Water Treatment Operator's license issued by the California State Department of Health Services within one year of appointment. Possession of a CWEA Mechanical Technologies Grade I certification within two years of appointment.

Senior Utilities Systems Technician: Possession of a valid California Class C driver's license. Possession of a Grade II Water Treatment Operator's license issued by the California State Department of Health Services within one year of appointment. Possession of a Grade I Collection System Certificate issued by CWEA within one year of appointment. Possession of a CWEA Mechanical Technologies Grade II certification within two years of appointment.

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Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

CLASS SPECS

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